

## Policy & Procedure (P&P)

Policy Title :		
<b>BLOOD DONOR IDENTIFICATION</b>		
Department	Index No.	Scope
Laboratory and blood bank	LAB-067	All Laboratory and blood staff bank
Issue Date	Revision NO	Effective Date
1/12/1439	NEW	20/08/1440
Review Due Date	Related Standard NO.	Page Number#
20/08/1442	CBAHI (LB.33)	2

### 01. Policy:

- 01.1. To ensure a proper donor identification and to link the donor identification information to existing donor history or records on each donor encounter.

### 02. Definition :

- 02.1. Not applicable

### 03. Purpose :

- 03.1. Before each donation, the blood donor is properly identified by the collection staff and the blood donor provides an acceptable form of identification.

### 04. Procedure :

- 04.1. The acceptable forms of identification include:
- Valid Saudi national identification
  - Valid Iqama
  - Valid passport
- 04.2. The donor will show his ID at three moments: at the registration, at the examination and at the donation and collection area.
- 04.3. Before each donation, the blood bank technician asks the donor to give him either the Saudi national ID or the Iqama or the passport.



04.4. Then he will enter the number ID in the computer either at the blood donors tracing excel document at the search icon or in HESN program.

04.5. If the donor has already donated before then the tracing document or HESN program will show the donor's details and history including the TTD tests results.

04.6. If the serology or the NAT or the malaria is reactive then the donor will be deferred, if not the donor will be accepted to donate.

#### 05. Responsibilities :

05.1. All laboratory staff of Alqunfudah General Hospital

#### 06. Equipment & Forms

06.1. Blood donor Excel document

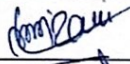




#### 07. Attachment :

07.1. Not applicable

#### 08. Reference

08.1. AABB technical manual 18<sup>th</sup> edition

### Preparation , Reviewing & Approval Box

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